



U.S. ELECTION ASSISTANCE COMMISSION  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005

OFFICE OF THE CHAIRMAN

June \_\_, 2004

Dr. Arden Bement, Jr.  
Acting Director, National Science Foundation  
Director, National Institute of Standards and Technology  
100 Bureau Drive, Stop 1000  
Gaithersburg, MD 20899-1000

Dear Dr. Bement:

On June \_\_, 2004, the Election Assistance Commission (EAC) voted to recommend that the following individuals be jointly appointed, under 15 U.S.C. 15361, by the EAC and the Director of the National Institute of Standards Technology (NIST) to the Technical Guidelines Development Committee (TGDC):

Donetta Davidson  
Colorado Secretary of State  
(HAVA sec. 221(c)(1)(A)(i) (Standards Board))

Alice Miller  
Director of Elections-District of Columbia  
(HAVA sec. 221(c)(1)(A)(i) (Standards Board))

Sharen Turner-Buie  
Director of Elections-Kansas City  
(HAVA sec. 221(c)(1)(A)(ii) (Board of Advisors))

Helen Purcell  
Maricopa County Recorder  
(HAVA sec. 221(c)(1)(A)(ii) (Board of Advisors))

020348

Dr. Arden Bement, Jr.  
June \_\_

James (Jim) R. Harding  
Member, Architectural and Transportation Barrier Compliance Board  
(HAVA sec. 221(c)(1)(A)(iii) (Architectural and Transportation Barrier Compliance Board))

James Elekes  
Member, Architectural and Transportation Barrier Compliance Board  
(HAVA sec. 221(c)(1)(A)(iii) (Architectural and Transportation Barrier Compliance Board))

Ann Caldas  
Director, Procedures and Standards Administration  
American National Standards Institute  
(HAVA sec. 221(c)(1)(B) (American National Standards Institute))

H. Stephen Berger  
TEM Consulting, LP  
Chair, IEEE SEC 38 (Voting Syst. Stds.), Institute of Electrical and Electronics Engineers  
(HAVA sec. 221(c)(1)(C) (Institute of Electrical and Electronics Engineers))

Dr. Brittain Williams  
Retired professor- Kennesaw State- University of Georgia  
(HAVA sec. 221(c)(1)(D) (National Association of State Election Directors))

Paul Craft  
Florida Department of State, Voting Systems Division  
(HAVA sec. 221(c)(1)(D) (National Association of State Election Directors))

Dr. Ronald Rivest  
Professor, MIT-Department of Electrical Engineering and Computer Science  
(HAVA sec. 221(c)(1)(E))

Dr. Daniel Schutzer  
Vice President & Director of External Standards and Advanced Technology,  
e-Citi, CitiGroup  
(HAVA sec. 221(c)(1)(E))

Patrick Gannon  
President and CEO, OASIS  
(HAVA sec. 221(c)(1)(E))

Whitney Quesenbery  
Director-Usability Professionals' Association  
(HAVA sec. 221(c)(1)(E))

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Dr. Arden Bement, Jr.  
June \_\_

The Commission has authorized me to request that you, as Director of NIST, concur in the joint appointment of these individuals.

On behalf of the Commission, I express my deep appreciation for the assistance rendered to the EAC by NIST. We are proud of our continuing relationship with NIST, and of the important work with which our two organizations have been jointly tasked.

If you require any assistance from EAC you may contact me or my Special Assistant, Ms. Joan Wooley, at (202) 566-3100.

Sincerely yours,

DeForest B. Soaries, Jr.  
Chairman

020350



Paul DeGregorio/EAC/GOV  
06/14/2004 11:22 AM

To "Allan Eustis" <allan.eustis@nist.gov>@GSAEXTERNAL  
cc  
bcc  
Subject Re: Correction

Thanks for the clarification. We'll fix the bio section and resend.

"Allan Eustis" <allan.eustis@nist.gov>



"Allan Eustis"  
<allan.eustis@nist.gov>  
06/13/2004 11:40 AM

To pdegregorio@eac.gov  
cc "Craig S Burkhardt" <CSBurkhardt@DOC.GOV>  
Subject Correction

Paul-

My apologies for the mis-statement. Patrick Gannon is indeed one of the approved TGDC at large members. In my attached e-mail, I meant to print Don Norman for exclusion from the TGDC bios file and for some reason typed Patrick Gannon.

Don Norman is not one of the TGDC members, Patrick Gannon is. (Norman was one of the original seven approved and vetted "at large" candidates bios originally transmitted to the EAC. We narrowed the selection to four and included Whitney Quesenberry.)

Bottom line, the TGDC voted on the correct at-large members listed in the EAC\_TGDC file dated June 8, 2004. Norman's name appears only in the EAC\_BIOs file.

Again, my apologies.

Allan,

I am really confused now. Are you saying that Patrick Gannon is NOT Dr. Bement's pick for the TGDC? His name and the bio we are using was with Bement's letter of April 27, 2004 which transmitted his 4 recommendations to the TGDC.

Please advise ASAP as the commission voted today to approve all members of the TGDC.

020351

Thanks.

Paul DeGregorio  
Commissioner  
US Election Assistance Commission  
1225 New York Ave, NW  
Suite 1100  
Washington, DC 20005  
1-866-747-1471 toll-free  
202-566-3100  
202-566-3127 (FAX)  
pdegregorio@eac.gov  
[www.eac.gov](http://www.eac.gov)

Date: Thu, 10 Jun 2004 16:16:15 -0400  
To: pdegregorio@eac.gov  
From: Allan Eustis <allan.eustis@nist.gov>  
Subject: TGDC Members- Incorrect Addresses

Paul-

Per my voice mail, I am listing the corrected addresses for Whitney Quesenbery and Patrick Gannon below. The file you sent with their addresses contained erroneous title lines. Also, the bio file contains a bio for Patrick Gannon who I am fairly sure is not one of the TGDC members on whom you will be voting. You will want to delete his bio.

Regards

Patrick Gannon  
President and CEO,  
OASIS  
630 Boston Road  
Billerica, MA 01821

Whitney Quesenbery  
President-Usability Professionals' Association  
78 Washington Avenue  
High Bridge, NJ 08829

020352

Allan C. Eustis

Project Leader- NIST Voting Systems Standards

Technology Building 225 Room B257

100 Bureau Drive, Stop 8901

Gaithersburg, Md. 20899-8901

301-975-5099

[allan.eustis@nist.gov](mailto:allan.eustis@nist.gov)

<http://vote.nist.gov>

020353



UNITED STATES DEPARTMENT OF COMMERCE  
National Institute of Standards and Technology  
Gaithersburg, Maryland 20899-  
OFFICE OF THE DIRECTOR

June 15, 2004

Dr. DeForest B. Soaries, Jr.  
Chairman  
U. S. Election Assistance Commission  
1225 New York Avenue  
Suite 1100  
Washington, DC 20005

Dear Dr. Soaries:

Thank you for the June 10, 2004 letter indicating the Election Assistance Commission's affirmative vote for the fourteen members of the Technical Guidelines Development Committee.

I concur with the individuals selected to the committee by the Commission and look forward to the upcoming July meeting of the Committee.

Sincerely,

Arden L. Bement, Jr.  
Director

020354

**NIST**



Paul DeGregorio/EAC/GOV  
06/16/2004 03:17 PM

To allan.eustis@nist.gov, CSBurkhardt@DOC.GOV, John C.  
Vergelli/EAC/GOV, Diane Savoy/EAC/GOV  
cc Brian Hancock/EAC/GOV

bcc

Subject TGDC deadlines

The EAC will announce the members of the TGDC on Thursday, June 17.

I want to remind everyone that with the first meeting set for July 9, we need to do the following:

- 1) Get out a "save the date" e-mail to the members ASAP so they can hold their calendars for the July 9 meeting (and arrive in DC the night before). Diane Savoy is to do this by COB on June 16.
- 2) No later than Friday, June 18, we need to mail and fax a formal letter out from the Chairman to the members of the TGDC of their appointment and with meeting details, including information on how to make plane/hotel reservations and file any reports they are required to. John Vergelli is doing the draft, with input from Eustis, Burkhardt and Greene.
- 3) We need to file the Charter of the TGDC with the proper committees by next Monday. John Vergelli is working on this.
- 4) Federal Register notice must be published no later than June 24 (and the FR has to be notified that it is coming). Allan Eustis is responsible for this.
- 5) The agenda for July 9 has been drafted. I am circulating it with my fellow commissioners to make sure they are OK with it.

I am assuming that once the TGDC is up and running that NIST will handle all of the administrative functions, and coordinate with the EAC as to meeting dates and the agenda.

What am I missing?

Paul DeGregorio  
Commissioner  
US Election Assistance Commission  
1225 New York Ave, NW  
Suite 1100  
Washington, DC 20005  
1-866-747-1471 toll-free  
202-566-3100  
202-566-3127 (FAX)  
pdegregorio@eac.gov  
www.eac.gov

020355





Paul DeGregorio/EAC/GOV  
06/17/2004 09:21 PM

To Diane Savoy/EAC/GOV, Adam Ambrogi/EAC/GOV@EAC,  
John C. Vergelli/EAC/GOV, allan.eustis@nist.gov,  
CSBurkhardt@DOC.GOV  
cc Raymundo Martinez/EAC/GOV

bcc

Subject draft letter to TGDC appointees

Greetings all:

Attached is the latest draft of the letter that is to be sent to the members of the TGDC ASAP. Please review and get your comments to Diane Savoy, who will facilitate getting these letters out. Perhaps Adam can assemble the attachments. I've attached a list of the members (taken from our shared drive).

John--do we need a separate version for those appointees who will not have to file the same disclosure documents as the 6 you identified (the four scientist plus the ANSI and IEEE representatives)? Please note that I asked them to submit the forms to you.

Craig--since Alan Eustis is out until Monday, you'll need to sign off on this letter (he gave us Mary Floyd's contact information; I assume she knows this).

Adam- Please go to the following file on the shared drive to find the list of members in excel and word. Please note that the word file lists two phone numbers for each person, but does not indicate which one is the fax (you can go to the excel file to confirm which one is). Please note which number is the fax number on the word file, which is the document you should send as an attachment: I:\CLEARINGHOUSE\Help America Vote Act\Boards and Committees\TGDC

Thanks for your help.

Paul DeGregorio  
Commissioner  
US Election Assistance Commission  
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Suite 1100  
Washington, DC 20005  
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202-566-3100  
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pdegregorio@eac.gov  
www.eac.gov



TGDC appointment meeting announce letter6-17-04.doc

020356

Diane Savoy/EAC/GOV  
06/18/2004 08:11 AM

To Paul DeGregorio/EAC/GOV@EAC  
Adam Ambrogi/EAC/GOV@eac, allan.eustis@nist.gov,  
cc CSBurkhardt@DOC.GOV, John C.  
Vergelli/EAC/GOV@EAC, Raymundo  
bcc  
Subject Re: draft letter to TGDC appointees

Paul,

I have made a few changes to the letter. The revision is attached below. If anyone else has any additional changes, please send them to me so that we can get the letter prepared in final. Thank you in advance.

L. Diane Savoy  
Consulting Chief of Staff  
U.S. Election Assistance Commission

e-mail: dsavoy@eac.gov  
phone: 202-566-3100  
fax: 202-566-3127



TGDC Meeting Annouce Letter.doc  
Paul DeGregorio/EAC/GOV



Paul DeGregorio/EAC/GOV  
06/17/2004 09:21 PM

To Diane Savoy/EAC/GOV, Adam Ambrogi/EAC/GOV@EAC,  
John C. Vergelli/EAC/GOV, allan.eustis@nist.gov,  
CSBurkhardt@DOC.GOV  
cc Raymundo Martinez/EAC/GOV  
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020357

Thanks for your help.

Paul DeGregorio  
Commissioner  
US Election Assistance Commission  
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www.eac.gov



TGDC appointment meeting announce letter6-17-04.doc

020358



John C. Vergelli/EAC/GOV

06/18/2004 09:24 AM

To Paul DeGregorio/EAC/GOV@EAC

Adam Ambrogi/EAC/GOV@EAC, allan.eustis@nist.gov,  
cc CSBurkhardt@DOC.GOV, Diane Savoy/EAC/GOV@EAC,  
Raymundo Martinez/EAC/GOV@EAC

bcc

Subject Re: draft letter to TGDC appointees

Good morning,

For the recipients of the letter who are not financial disclosure filers, the third full paragraph (beginning "Before you begin ...") should be deleted.

Having the filers send the forms to me is fine.

JCV.

Paul DeGregorio/EAC/GOV



Paul DeGregorio/EAC/GOV

06/17/2004 09:21 PM

To Diane Savoy/EAC/GOV, Adam Ambrogi/EAC/GOV@EAC,  
John C. Vergelli/EAC/GOV, allan.eustis@nist.gov,  
CSBurkhardt@DOC.GOV

cc Raymundo Martinez/EAC/GOV

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Thanks for your help.

Paul DeGregorio  
Commissioner  
US Election Assistance Commission  
1225 New York Ave, NW  
Suite 1100  
Washington, DC 20005

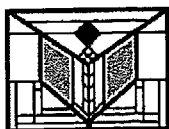
020359

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pdegregorio@eac.gov  
www.eac.gov



TGDC appointment meeting announce letter6-17-04.doc

020360



Adam Ambrogi/EAC/GOV

06/18/2004 01:31 PM

To John C. Vergelli/EAC/GOV@EAC

cc Paul DeGregorio/EAC/GOV@EAC

bcc

Subject Re: Update on the FACA Charter for the TGDC 

Please review updated letter with OGE450 language:

Thanks,

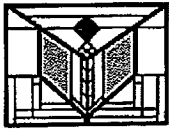
Adam



TGDC Meeting Annouce Letter.doc

-----  
Adam D. Ambrogi  
Special Assistant to Commissioner Ray Martinez III  
U.S. Election Assistance Commission  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005  
202-566-3105

020361



Adam Ambrogi/EAC/GOV

06/18/2004 02:17 PM

To Adam Ambrogi/EAC/GOV@EAC

cc John C. Vergelli/EAC/GOV@EAC, Paul  
DeGregorio/EAC/GOV@EAC

bcc

Subject Re: Update on the FACA Charter for the TGDC 



TGDC Meeting Announce Letter.doc

-----  
Adam D. Ambrogi  
Special Assistant to Commissioner Ray Martinez III  
U.S. Election Assistance Commission  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005  
202-566-3105

020362



CSBurkhardt@DOC.GOV  
06/21/2004 08:58 AM

To jvergelli@eac.gov  
aambrogi@eac.gov, allan.eustis@nist.gov,  
cc dsavoy@eac.gov, pdegregorio@eac.gov,  
martinez@eac.gov  
bcc  
Subject Re: draft letter to TGDC appointees

All:

The letter looks good to me.

Regards,  
Craig Burkhardt

020363





DeForest Soaries  
Jr./EAC/GOV

06/22/2004 03:07 PM

To Paul DeGregorio/EAC/GOV@EAC

cc

bcc

Subject Re: letter to TGDC members

Approved

-----  
Sent from my BlackBerry Wireless Handheld  
Paul DeGregorio

From: Paul DeGregorio  
Sent: 06/22/2004 02:24 PM  
To: Joan Wooley; DeForest Soaries Jr.  
Cc: Adam Ambrogi; Diane Savoy  
Subject: letter to TGDC members

Joan,

Attached is a draft of the letter that is to go to the TGDC members notifying them of the first meeting on July 9. Please show it to the Chairman so that he can see it before we send him 15 letters to sign, in case he has changes to make. Please note that there will be two versions: 6 of the 15 members will receive a letter with the 3rd paragraph shown in the attached version (financial disclosure requirement). When you have a final version, please send it to Joyce, with a cc to me, Diane, Adam and John. Joyce will facilitate merging the letters and getting them out the door.

We need to get this done ASAP. Thanks.



TGDC Meeting Announce Letter.doc

Paul DeGregorio  
Commissioner  
US Election Assistance Commission  
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Suite 1100  
Washington, DC 20005  
1-866-747-1471 toll-free  
202-566-3100  
202-566-3127 (FAX)  
pdegregorio@eac.gov  
www.eac.gov

020364

June 18, 2004

<Name>  
<Title>  
<Organization>  
<Address1>  
<City> <State> <Zip>

Dear <Name>

On behalf of my colleagues on the Election Assistance Commission (EAC) and of the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

The EAC looks forward to working with you to meet the requirements of the Help America Vote Act (HAVA) by assisting in the development of voluntary voting system guidelines. Your appointment as a member of the TGDC will begin as of the date of this letter. We have included with this letter a list of all members of the TGDC so that you can become familiar with your colleagues on this crucial committee. Also attached is a copy of the portion of HAVA that governs the work of the Committee.

Before you begin your important work with the TGDC, please be aware that the Federal Advisory Committee Act (FACA) Pub. L. 92-463, 5 U.S.C. App.1, and Federal ethics laws require that you complete the attached SF-450 financial disclosure document. This document is mandated for individuals appointed to the TGDC as general experts or otherwise unofficial representatives of the appointing authority. Please complete this form by July 2, 2004 and return it to John Vergelli at the address listed at the top of this page. This form can also be accessed on-line by going to the U.S. General Services Administration web site ([www.gsa.gov](http://www.gsa.gov)) and typing "SF450" in the search box at the top right-hand side of the page. Timely submission of this form will ensure that you are able to fully participate in all actions of the TGDC. Please be assured that your information will be kept in the strictest confidence according to Federal statute.

020365

The inaugural meeting of the TGDC will be held on July 9, 2004, in Washington, D.C. at the offices of the EAC, 1225 New York Ave, NW, Suite 1100. Under HAVA, the National Institute for Standards and Technology will serve as the Secretariat for the TGDC. Accordingly, NIST will pay roundtrip airfare, hotel, per diem and local transportation expenses for you as prescribed in the Federal Government Travel Regulations. We ask that you make your travel arrangements by calling Mary Floyd at NIST at 301-975-4612. A block of rooms has been reserved at the Washington Marriott Metro Center, which is located less than two blocks from the EAC. Ms. Floyd will handle your reservations once you confirm your attendance.

The July 9th meeting will begin at 9:00 am and will continue until approximately 3:00 pm. We are planning a very tight agenda as there is a lot that we must accomplish at this first meeting. Your participation for the entire time is very important to us. We will mail and fax the meeting agenda and other materials to you the week of June 28, 2004.

Should you have any questions, please contact Mr. Allan Eustis, Project Leader, NIST Voting Systems Standards, at 301-975-5099. We look forward to seeing you on July 9th.

Sincerely,

DeForest B. Soaries, Jr.  
Chairman

Attachments

020366

June 18, 2004

<Name>  
<Title>  
<Organization>  
<Address1>  
<City> <State> <Zip>

Dear <Name>

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020367

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Should you have any questions, please contact Mr. Allan Eustis, Project Leader, NIST Voting Systems Standards, at 301-975-5099. We look forward to seeing and working with you on July 9, 2004.

Sincerely,

DeForest B. Soaries, Jr.  
Chairman

Attachments

020368

June 24, 2004

Ms. Donetta Davidson  
Standards Board ( EAC )  
1560 Broadway, Ste. 200  
Denver, CO 80202

Dear Ms. Davidson:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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020369

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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020370

June 24, 2004

Ms. Alice Miller  
Standards Board ( EAC )  
Director of Elections—District of Columbia  
441 Fourth St, N.W., Rm 1130  
Washington, DC 20001

Dear Ms. Miller:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

The EAC looks forward to working with you to meet the requirements of the Help America Vote Act (HAVA) by assisting in the development of voluntary voting system guidelines. Your appointment as a member of the TGDC will begin as of the date of this letter. We have included with this letter a list of all members of the TGDC so that you can become familiar with your colleagues on this crucial Committee. Also attached is a copy of the portion of HAVA that governs the work of the Committee.

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020371



NIST on 301-975-4612. A block of rooms has been reserved at the Washington Marriott Metro Center hotel, which is located less than two blocks from the EAC. Ms. Floyd will handle your reservations once you confirm your attendance.

The July 9th meeting will begin at 9:00 a.m. and will continue until approximately 3:00 p.m. We are planning a very tight agenda as there is a lot that we must accomplish at this first meeting, therefore we will start promptly. Your participation for the entire time is very important to us. We will mail and fax the meeting agenda and other materials to you the week of June 28, 2004.

Should you have any questions, please contact Mr. Allan Eustis, Project Leader, NIST Voting Systems Standards, at 301-975-5099. We look forward to seeing and working with you on July 9, 2004.

Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020372

June 24, 2004

Ms. Sharen Turner-Buie  
Board of Advisors ( EAC )  
Director of Elections  
1828 Walnut Street, Suite 300  
Kansas City, MO 64108

Dear Ms. Turner-Buie:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

The EAC looks forward to working with you to meet the requirements of the Help America Vote Act (HAVA) by assisting in the development of voluntary voting system guidelines. Your appointment as a member of the TGDC will begin as of the date of this letter. We have included with this letter a list of all members of the TGDC so that you can become familiar with your colleagues on this crucial Committee. Also attached is a copy of the portion of HAVA that governs the work of the Committee.

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020373

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Should you have any questions, please contact Mr. Allan Eustis, Project Leader, NIST Voting Systems Standards, at 301-975-5099. We look forward to seeing and working with you on July 9, 2004.

Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020374

June 24, 2004

Ms. Helen Purcell  
Board of Advisors ( EAC )  
Maricopa County Recorder  
111 S. 3rd Avenue  
Phoenix, AZ 85003

Dear Ms. Purcell:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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020375

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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020376

June 24, 2004

Dr. Ronald Rivest  
MIT- Department of Electrical Engineering and Computer Science  
545 Technology Square  
Cambridge, MA 02139

Dear Dr. Rivest:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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020377

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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020378

June 24, 2004

Dr. Daniel Schutzer  
Vice- President, CitiGroup  
750 Washington Blvd. 7th Floor  
Samford, CT 6901

Dear Dr. Schutzer:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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020379



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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020380

June 24, 2004

Mr. Patrick Gannon  
President and CEO, OASIS  
630 Boston Road  
Billerica, MA 01821

Dear Mr. Gannon:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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020381

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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020382

June 24, 2004

Mr. Whitney Quesenbery  
President-Usability Professionals' Association  
78 Washington Avenue  
High Bridge, NJ 08829

Dear Mr. Quesenbery:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020384

June 24, 2004

«First\_Name» «Last\_Name»  
«Title»  
«Organization»  
«Address»  
«City» «St» «Zip»

Dear «Last\_Name»

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC) and the Director of the National Institute of Standards and Technology (NIST), let me take this opportunity to welcome you and thank you for agreeing to become a member of the Technical Guidelines Development Committee (TGDC). This letter contains important information about your service on the TGDC and plans for the first meeting.

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020385

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Sincerely,

Gracia Hillman  
Vice-Chair

Attachments

020386



"Allan Eustis"  
<allan.eustis@nist.gov>  
06/30/2004 08:51 AM

To dsavoy@eac.gov  
cc pdegregorio@eac.gov, "Craig S Burkhardt"  
<CSBurkhardt@DOC.GOV>  
bcc  
Subject Fwd: TGDC Final Ltr

Diane-

Here is a final draft of the letter that went to TGDC members yesterday. You will receive a hard copy of the package as well most likely today. I am sending the letter and contents of the package to Mr. Elekes via e-mail as he is blind and the Access Board has requested we transmit all documents to him in .doc format. I will cc you on this e-mail as well with a copy to David Capozzi at the Access Board.

regards

X-Sieve: CMU Sieve 2.2  
X-Sender: golden@mailserver1.nist.gov  
X-Mailer: QUALCOMM Windows Eudora Version 5.1  
Date: Tue, 29 Jun 2004 17:09:44 -0400  
To: allan.eustis@nist.gov  
From: Sylvia Golden <sylvia.golden@nist.gov>  
X-NIST-MailScanner: Found to be clean  
X-MailScanner-From: sylvia.golden@nist.gov  
Subject: TGDC Final Ltr

Allan,  
Here is the final letter sent to the TGDC and the list of members.  
Sylvia

\*\*\*\*\*

Sylvia J. Golden  
NIST/Information Technology Laboratory  
100 Bureau Drive, MS 8900  
Gaithersburg, MD 20899-8900  
Voice: 301/975-2900  
Fax: 301/840-1357  
email: sgolden@nist.gov  
[www.itl.nist.gov](http://www.itl.nist.gov)

020387



\*\*\*\*\*

Allan C. Eustis  
Project Leader- NIST Voting Systems Standards  
Technology Building 225 Room B257  
100 Bureau Drive, Stop 8901  
Gaithersburg , Md. 20899-8901  
301-975-5099  
allan.eustis@nist.gov



<http://vote.nist.gov> TGDCFinalmembers1.doc TGDCpackage0709meeting.doc

020388

June 29, 2004

Mr. H. Stephen Berger  
TEM Consulting, LP-Chair  
And IEEE SEC 38  
Institute of Electrical and  
Electronics Engineers  
140 River Road  
Georgetown, TX 78628

Dear Mr. Berger:

On behalf of Dr. Arden L. Bement, Jr., and the Information Technology Laboratory at the National Institute of Standards and Technology (NIST), I welcome the opportunity to work with you as a member of the Technical Guidelines Development Committee (TGDC). The Help America Vote Act (HAVA) of 2002 sets out an ambitious nine-month task for us to meet. I will serve as the Committee's Secretariat. Please feel free to contact me with any issues at any time.

I am including some information on our work at NIST in this package. Early next week, I will send you an agenda for our upcoming July 9, 2004 meeting as well as a straw man procedural roadmap for the TGDC. My assistant, Mary Floyd, is making final arrangements for your travel and hotel accommodations at the Marriott Metro Center Hotel, approximately two blocks from the Election Assistance Commission (EAC) Headquarters, 1225 New York Avenue, where the TGDC will meet on July 9, 2004. The Hotel, located at 775 12th Street NW, is a twenty-minute taxi ride from National Airport. We are planning a get acquainted dinner at the Metro Grille in the hotel at 7 pm on July 8, 2004. I hope you will arrive in time to attend and meet Dr. Bement, Director of NIST and chair of the TGDC.

We will begin our committee work on July 9<sup>th</sup> at 9 a.m. and end at 3 p.m. I look forward to working with you on accomplishing the tasks outlined for us in HAVA.

Sincerely,

Allan C. Eustis  
Project Leader  
NIST Voting Systems Standards

Enclosure

cc: Diane Savoy (EAC)

020389

Juliet E. Thompson/EAC/GOV  
03/17/2005 10:40 AM

To CSBurkhardt@DOC.GOV@GSAEXTERNAL  
cc  
bcc  
Subject Re: Fw: ANSI Representative on the TGDC

Craig,

I have taken a look at the statute and charter for some guidance on this issue. It appears that ANSI (whoever is the proper person to make the appointment) should notify TGDC through Dr. Semerjian and EAC that they wish to replace Ms. Caldas with Mr. Karmol including the effective date of the appointment. Not having the historical knowledge that you do, I am not sure that Ms. Caldas is the right person to be communicating on behalf of ANSI. Is she the appointing authority for ANSI? If so, then we can accept a letter or communication from her as the tool to make the change. If not, we need a communication from the appropriate person.

Juliet E. Thompson  
General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100  
CSBurkhardt@DOC.GOV



CSBurkhardt@DOC.GOV  
03/17/2005 09:13 AM

To juliet.thompson@eac.gov  
cc  
Subject Fw: ANSI Representative on the TGDC

Juliet: Looks like we should go ahead and make the switch. As GC for the EAC, I think it is in your court, but let me know if you wish me to do anything. At the least, I suggest I have my people do the basic background vetting, which takes 3 days. Perhaps we should have Caldas send a formal message of resignation to Hratch to trigger the event. Doing so will not negatively impact TGDC operations, as Ms. Caldas was abstaining on all votes anyway. How do you think we should proceed? Regards, Craig  
----- Forwarded by Craig Burkhardt/HCHB/Onet on 03/17/2005 09:08 AM -----

Anne Caldas  
<Acaldas@ansi.org>  
>

03/16/2005 11:11  
AM

To  
"'CSBurkhardt@DOC.GOV'"  
<CSBurkhardt@DOC.GOV>, "'Allan  
Eustis'" <allan.eustis@nist.gov>

cc  
David Karmol <DKarmol@ansi.org>,  
Lane Hallenbeck  
<LHallenb@ansi.org>, Anne Caldas  
<Acaldas@ansi.org>

Subject  
ANSI Representative on the TGDC

020390

Dear Craig and Allan -

In follow-up to my E-mail below and in light of Craig's confirmation at the last TGDC meeting that David Karmol may replace me as ANSI's representative on the TGDC, I wondered if official confirmation is forthcoming or needed? In addition, as David will serve as the ANSI representative going forward, his name should replace mine for E-mail and hard copy distributions.

I appreciate your efforts and thank you both for your professionalism and hard work in connection with this project.

If I can ever be of assistance to you in the future, please do not hesitate to contact me.

Regards,

Anne

Anne Caldas

Director, Procedures and Standards Administration

American National Standards Institute - ANSI

[www.ansi.org](http://www.ansi.org)

25 West 43 Street, 4th Floor

New York, NY 10036

[acaldas@ansi.org](mailto:acaldas@ansi.org)

212-642-4914

Fax: 212-840-2298

-----Original Message-----

020391

From: Anne Caldas  
Sent: Monday, February 28, 2005 5:25 PM  
To: 'CSBurkhardt@DOC.GOV'  
Cc: David Karmol; Lane Hallenbeck  
Subject: ANSI Representative on the TGDC

Dear Mr. Burkhardt:

The purpose of this E-mail is to request that the official representative of ANSI on the TGDC be changed to:

David L. Karmol

Vice President, Public Policy and Government Affairs

dkarmol@ansi.org

202-331-3610

Please advise me of any steps that ANSI must take to effect this change. At this time, I intend to represent ANSI at the March 9th TGDC meeting at NIST.

Thank you for your assistance.

Sincerely,

Anne

Anne Caldas

Director, Procedures and Standards Administration

American National Standards Institute - ANSI

www.ansi.org

25 West 43 Street, 4th Floor

New York, NY 10036

020392

acaldas@ansi.org

212-642-4914

Fax: 212-840-2298

020393

Juliet E. Thompson/EAC/GOV  
03/17/2005 11:38 AM

To CSBurkhardt@DOC.GOV@GSAEXTERNAL  
cc  
bcc  
Subject Re: Fw: ANSI Representative on the TGDC

sounds wonderful. thanks.

Juliet E. Thompson  
General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100  
CSBurkhardt@DOC.GOV



CSBurkhardt@DOC.GOV  
03/17/2005 11:03 AM

To jthompson@eac.gov  
cc  
Subject Re: Fw: ANSI Representative on the TGDC

She is not the appointing authority. Why don't I call her and say she should get the appointing authority of ANSI to send a letter indicating their desired appointee to the EAC and Semerjian, also a letter of resignation to the same parties?

020394

Juliet E. Thompson/EAC/GOV  
03/31/2005 07:52 AM

To CSBurkhardt@DOC.GOV@GSAEXTERNAL  
cc  
bcc  
Subject Re: Will have ANSI replacement vetted by Tuesday

Craig,

I have notified Commissioner Martinez, who is the DFO for the TGDC this year. I will work on the Turner-Buie issue today.

Juliet E. Thompson  
General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100  
CSBurkhardt@DOC.GOV



CSBurkhardt@DOC.GOV  
03/30/2005 02:43 PM

To jthompson@eac.gov  
cc  
Subject Will have ANSI replacement vetted by Tuesday

Juliet:

We will have the vetting done on David Karmol (the ANSI replacement) on Tuesday next week. I can arrange for Semerjian to agree to the appointment immediately thereafter, and then it is just a matter for you to get assent from the EAC and issue the invitation. We can also have Hratch make the invitation, if the EAC prefers.

I know you are busy, but the EAC needs to determine if it wants to replace Ms. Turner-Bouie in advance of the April meeting. She is ill with cancer, and has asked for a "leave". Unfortunately, there is no flexibility for someone to vote or meaningfully participate in her place during the meeting, so I suggest that we replace her with the understanding that the replacement will resign and she will be reappointed when she wants to return. This is one of the slots the EAC picked from its advisory board, so NIST will agree to your replacement. We can vet this person very quickly, if you wish.

Regards,  
Craig  
202-482-4620

020395





Paul DeGregorio/EAC/GOV  
04/20/2005 10:00 AM

To Carol A. Paquette/EAC/GOV, Gavin S. Gilmour/EAC/GOV,  
"Craig Burkhardt" <CSBurkhardt@DOC.GOV>  
cc Juliet E. Thompson/EAC/GOV, Gracia Hillman/EAC/GOV,  
Raymundo Martinez/EAC/GOV, DeForest Soaries  
Jr./EAC/GOV

bcc

Subject Replacement of TGDC member

This morning, moments before the TGDC meeting was to begin, I was approached by David Karmol, who indicated that he was the replacement for Anne Caldas, who resigned as the American National Standards Institute (ANSI) representative on the TGDC about two months ago. Mr. Karmol said that the letter from ANSI to the EAC/NIST appointing him as the replacement for Ms. Caldas was sent concurrently with Ms. Caldas resignation. I do recall seeing a copy of the resignation and replacement letters.

Needless to say Mr. Karmol was very upset that his paperwork was not processed in a timely manner so that he could participate in this very important meeting of the TGDC. He pressed me on the status of his paperwork and I could not give him an answer because I had no idea.

It was an embarrassing incident. As the Federal Officer for the TGDC I should have been kept in the loop and should have had an adequate answer for Mr. Karmol.

Mr. Karmol's paperwork should have been processed in an expedited manner so that he could have participated in this meeting. The fact that it was not shows that there is a serious communications and process breakdown somewhere that must be fixed. I should have been kept better informed by staff on this important manner and will insist that they do so in the future.

Paul DeGregorio  
Vice Chairman

-----  
Sent from my BlackBerry Wireless Handheld

020396



CSBurkhardt@DOC.GOV  
04/21/2005 10:15 AM

To: jthompson@eac.gov, ggilmour@eac.gov  
cc  
bcc

Subject ANSI TGDC appointment

Dear Julie and Gavin:

I started today downtown and retrieved the appointment and resignation documents. They were refaxed to Gavin at his request just a few moments ago. My records show that Juliet and I telephoned and e-mailed about this in March before her vacation, during which I agreed to get the resignation/appointment letters, and perform a "basic" ethics vetting. I faxed the letters on March 29, and the vetting was completed on April 5. I communicated successful passage of the vetting and Semerjian's assent to the appointment during phone conversations with Juliet, Carol and Gavin later that week, and early the week of April 11. I also spoke with Carol about the Turner-Bouie matter, and she related the EAC would not seek to replace her at this time.

On April 12, I spoke very briefly with with Caldas and Karmol, and informed them to contact Carol if there were any questions regarding when the EAC would act to issue an appointment letter. When EAC is ready to act, all it needs to do is issue the same appointment letter used during the original round of appointments. I don't have copies of those letters, but I recall they were very summary in nature.

Gavin mentioned wanting to see a resume on Karmol in his voice mail to me this morning. Consistent with our agreement that EAC recommends and reviews the organization-specific members and NIST recommends and reviews the at-large members, NIST neither requested nor reviewed any such documents on Karmol. The basic ethics vetting only picks up ethical difficulties from our database and personnel review.

Let me know if you have any questions. I am going back out to the hearing now, so call my cell if you have a priority question. Otherwise, I'll be in the office tomorrow.

Finest Regards,  
Craig

020397

Carol A. Paquette/EAC/GOV  
04/21/2005 02:59 PM

To: Gavin S. Gilmour/EAC/GOV@EAC  
cc  
bcc  
Subject: Re: ANSI TGDC appointment

I'll ask him today (the ANSI guy) to send me a resume. Thanks!

-----  
Sent from my BlackBerry Wireless Handheld  
Gavin S. Gilmour

From: Gavin S. Gilmour  
Sent: 04/21/2005 11:53 AM  
To: Carol Paquette  
Cc: Juliet Thompson  
Subject: Fw: ANSI TGDC appointment

Carol,

Regarding the e-mail below.

I have some questions regarding his recollection. I obviously can't speak to anything that occurred regarding this matter before last week. However, I do know that neither Julie nor myself were involved in a group call on the 11th.

Such issues aside...

I have only spoken to the man once (alone), on or about the 12-13th of April. Per my notes, I wanted four things from him. (1) a Resume or other info on qualifications, (2) Letter from ANSI, (3) Letter from Nist (which he noted may be in a casual form like an e-mail) and (4) an Example appointment letter (if he could find one).

I have not received the above information as of yesterday.

As for the information he faxed today, it contains only two NIST letters (1 resignation letter and 1 appointment letter). In my opinion it is missing the most important part, a letter from NIST approving the candidates. HAVA requires that the candidates be approved by both NIST and EAC. We cannot issue the candidate a final appointment letter unless we have documentation that he is NIST approved. Perhaps we may hold that the various conversations and the e-mails below constitute such confirmation. I leave that matter to you. Finally, I would note that if NIST will provide no background info on the applicant, how are we to send this matter to a tally vote (and how did they approve the person)? We would be asking the Commissioners to approve an individual for the board based solely on a three sentence ANSI representation letter.

GG

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100

----- Forwarded by Gavin S. Gilmour/EAC/GOV on 04/21/2005 10:51 AM -----

CSBurkhardt@DOC.GOV



020398



04/21/2005 10:15 AM

To jthompson@eac.gov, ggilmour@eac.gov

cc

Subject ANSI TGDC appointment

Dear Julie and Gavin:

I started today downtown and retrieved the appointment and resignation documents. They were refaxed to Gavin at his request just a few moments ago. My records show that Juliet and I telephoned and e-mailed about this in March before her vacation, during which I agreed to get the resignation/appointment letters, and perform a "basic" ethics vetting. I faxed the letters on March 29, and the vetting was completed on April 5. I communicated successful passage of the vetting and Semerjian's assent to the appointment during phone conversations with Juliet, Carol and Gavin later that week, and early the week of April 11. I also spoke with Carol about the Turner-Bouie matter, and she related the EAC would not seek to replace her at this time.

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Gavin mentioned wanting to see a resume on Karmol in his voice mail to me this morning. Consistent with our agreement that EAC recommends and reviews the organization-specific members and NIST recommends and reviews the at-large members, NIST neither requested nor reviewed any such documents on Karmol. The basic ethics vetting only picks up ethical difficulties from our database and personnel review.

Let me know if you have any questions. I am going back out to the hearing now, so call my cell if you have a priority question. Otherwise, I'll be in the office tomorrow.

Finest Regards,  
Craig

020399

Juliet E. Thompson/EAC/GOV

To Gavin S. Gilmour/EAC/GOV@EAC

04/25/2005 01:06 PM

cc

bcc

Subject Fw: TGDC Replacement

I suppose that I will have to summarize the vetting process. Good thing I took notes.

Juliet E. Thompson  
General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100

----- Forwarded by Juliet E. Thompson/EAC/GOV on 04/25/2005 01:07 PM -----

CSBurkhardt@DOC.GOV

04/25/2005 12:41 PM

To juliet.thompson@eac.gov

cc

hratch.semerjian@nist.gov, matthew.heyman@nist.gov,

PGreene@doc.gov

Subject TGDC Replacement



Dear Juliet:

This is to reconfirm that Dr. Semerjian has agreed to the appointment of Mr. Karmol to represent ANSI on the TGDC. The Department of Commerce previously determined that there are no pending or significant matters between the Department and Mr. Karmol, and ethics personnel have determined that there is no reason why Mr. Karmol should not be considered for the position.

Sincerely,  
Craig Burkhardt  
Chief Counsel for Technology  
U.S. Department of Commerce

020400



"David Karmol"  
<DKarmol@ansi.org>  
04/26/2005 11:46 AM

To ggilmour@eac.gov  
cc "Diane Zielinski" <dzielins@ansi.org>, "Anne Caldas"  
<Acaldas@ansi.org>, "Allan Eustis" <allan.eustis@nist.gov>.  
bcc  
Subject RE: TGDC Appointment

Dear Mr. Gilmour:

Attached is my bio. Beyond what is listed in the bio, I have been a candidate for public office in five elections, three of which I won. I was an elected member of the Ohio General Assembly for two terms, and was a candidate in Virginia for Commonwealths Attorney for Fairfax County in 1995.

As this request for my appointment was submitted almost a month ago, it is indeed unfortunate that this request for my resume was not made to me at that time. I was told by Mr. Burkhardt at NIST that no NIST approval was required, so it may be a good idea for you to speak to him, to determine what the requirements are. I recognize the position is relatively new, but I would appreciate this request being expedited at this time.

As I do not seem to have Mr. Burkhardt's e-mail, I am copying Mr. Eustis, who I trust will share this note with Craig.

If there is anything else that is needed, please let me know, with a copy to my assistant, Diane Zielinski, who is copied on this e-mail.

**David L. Karmol**  
Vice President, Public Policy and Government Affairs  
[dkarmol@ansi.org](mailto:dkarmol@ansi.org)  
202-331-3610

---

**From:** ggilmour@eac.gov [mailto:ggilmour@eac.gov]  
**Sent:** Monday, April 25, 2005 9:06 AM  
**To:** dkarmol@ansi.org  
**Subject:** TGDC Appointment

Mr. Karmol,

The EAC has recently received ANSI's request for you to serve as its representative on the EAC's Technical Guidelines Development Committee (TGDC). As you may know, appointment as a member of the TGDC requires approval from both NIST and the EAC. In order to move forward with this process, the EAC is requesting that you send a copy of your resume for review. This resume will be used to provide information to our Commissioners, so that they may make an informed decision on your appointment. Please e-mail a copy of your resume to me.

Please let me know if you have any questions.

Sincerely,

020401

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005



(202) 566-3100 Karmol Bio1.doc

020402

Attachment found at

Tally Vote

Information dated

April 27, 2005





"Allan Eustis"  
<allan.eustis@nist.gov>  
04/26/2005 12:04 PM

To "Craig S Burkhardt" <CSBurkhardt@DOC.GOV>  
cc "David Karmol" <DKarmol@ansi.org>, ggilmour@eac.gov  
bcc  
Subject Fwd: RE: TGDC Appointment

Craig-

Per Mr. Karmol's request I am forwarding this e-mail.

regards

X-Sieve: CMU Sieve 2.2  
From: David Karmol <DKarmol@ansi.org>  
To:  
Cc: Diane Zielinski <dzielins@ansi.org>, Anne Caldas <Acaldas@ansi.org>,  
Allan Eustis <allan.eustis@nist.gov>  
Subject: RE: TGDC Appointment  
Date: Tue, 26 Apr 2005 11:46:23 -0400  
X-Mailer: Internet Mail Service (5.5.2653.19)  
X-MailScanner:  
X-MailScanner-From: dkarmol@ansi.org

Dear Mr. Gilmour:

Attached is my bio. Beyond what is listed in the bio, I have been a candidate for public office in five elections, three of which I won. I was an elected member of the Ohio General Assembly for two terms, and was a candidate in Virginia for Commonwealths Attorney for Fairfax County in 1995.

As this request for my appointment was submitted almost a month ago, it is indeed unfortunate that this request for my resume was not made to me at that time. I was told by Mr. Burkhardt at NIST that no NIST approval was required, so it may be a good idea for you to speak to him, to determine what the requirements are. I recognize the position is relatively new, but I would appreciate this request being expedited at this time.

As I do not seem to have Mr. Burkhardt's e-mail, I am copying Mr. Eustis, who I trust will share this note with Craig.

020404

f there is anything else that is needed, please let me know, with a copy to my assistant, Diane Zielinski, who is copied on this e-mail.

**David L. Karmol**

Vice President, Public Policy and Government Affairs

[dkarmol@ansi.org](mailto:dkarmol@ansi.org)

202-331-3610

---

**From:** ggilmour@eac.gov [<mailto:ggilmour@eac.gov>]  
**Sent:** Monday, April 25, 2005 9:06 AM  
**To:** dkarmol@ansi.org  
**Subject:** TGDC Appointment

Mr. Karmol,

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Please let me know if you have any questions.

Sincerely,

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100

*The contents of this e-mail are confidential and pre-decisional*

020405

Allan C. Eustis  
NIST Voting Systems Standards  
Technology Building 225 Room B257  
100 Bureau Drive, Stop 8901



Gaithersburg , Md. 20899-8901 Karmol Bio1.doc

020406

Attachment found at

Tally Vote

Information dated

April 27, 2005

Gavin S. Gilmour/EAC/GOV  
04/25/2005 09:06 AM

To dkarmol@ansi.org  
cc  
bcc Juliet E. Thompson/EAC/GOV@EAC  
Subject TGDC Appointment

Mr. Karmol,

The EAC has recently received ANSI's request for you to serve as its representative on the EAC's Technical Guidelines Development Committee (TGDC). As you may know, appointment as a member of the TGDC requires approval from both NIST and the EAC. In order to move forward with this process, the EAC is requesting that you send a copy of your resume for review. This resume will be used to provide information to our Commissioners, so that they may make an informed decision on your appointment. Please e-mail a copy of your resume to me.

Please let me know if you have any questions.

Sincerely,

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100

020408

Gavin S. Gilmour/EAC/GOV  
04/26/2005 11:54 AM

To Juliet E. Thompson/EAC/GOV@EAC, Carol A.  
Paquette/EAC/GOV@EAC  
cc  
bcc  
Subject Fw: TGDC Appointment

FYI

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100

— Forwarded by Gavin S. Gilmour/EAC/GOV on 04/26/2005 11:53 AM —



"David Karmol"  
<DKarmol@ansi.org>  
04/26/2005 11:46 AM

To ggilmour@eac.gov  
cc "Diane Zielinski" <dzielins@ansi.org>, "Anne Caldas"  
<Acaldas@ansi.org>, "Allan Eustis" <allan.eustis@nist.gov>  
Subject RE: TGDC Appointment

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As I do not seem to have Mr. Burkhardt's e-mail, I am copying Mr. Eustis, who I trust will share this note with Craig.

If there is anything else that is needed, please let me know, with a copy to my assistant, Diane Zielinski, who is copied on this e-mail.

**David L. Karmol**  
Vice President, Public Policy and Government Affairs  
[dkarmol@ansi.org](mailto:dkarmol@ansi.org)  
202-331-3610

---

**From:** ggilmour@eac.gov [mailto:ggilmour@eac.gov]  
**Sent:** Monday, April 25, 2005 9:06 AM  
**To:** dkarmol@ansi.org  
**Subject:** TGDC Appointment

020409

Mr. Karmol,

The EAC has recently received ANSI's request for you to serve as its representative on the EAC's Technical Guidelines Development Committee (TGDC). As you may know, appointment as a member of the TGDC requires approval from both NIST and the EAC. In order to move forward with this process, the EAC is requesting that you send a copy of your resume for review. This resume will be used to provide information to our Commissioners, so that they may make an informed decision on your appointment. Please e-mail a copy of your resume to me.

Please let me know if you have any questions.

Sincerely,

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005



(202) 566-3100 Karmol Bio1.doc

020410

Attachment found at

Tally Vote

Information dated

April 27, 2005



Gavin S. Gilmour/EAC/GOV  
04/26/2005 12:06 PM

To "David Karmol" <DKarmol@ansi.org>@GSAEXTERNAL  
cc dzielins@ansi.org  
bcc  
Subject RE: TGDC Appointment

Mr. Karmol,

Thank you for your prompt reply. The bio you have sent should meet our needs. A package will be put together today and presented to the Commission at the next available opportunity. You will be informed as soon as this process is completed. If you have any questions, please contact me at the number, below.

Sincerely,

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100  
"David Karmol" <DKarmol@ansi.org>



"David Karmol"  
<DKarmol@ansi.org>  
04/26/2005 11:46 AM

To ggilmour@eac.gov  
cc "Diane Zielinski" <dzielins@ansi.org>, "Anne Caldas"  
<Acaldas@ansi.org>, "Allan Eustis" <allan.eustis@nist.gov>  
Subject RE: TGDC Appointment

Dear Mr. Gilmour:

Attached is my bio. Beyond what is listed in the bio, I have been a candidate for public office in five elections, three of which I won. I was an elected member of the Ohio General Assembly for two terms, and was a candidate in Virginia for Commonwealths Attorney for Fairfax County in 1995.

As this request for my appointment was submitted almost a month ago, it is indeed unfortunate that this request for my resume was not made to me at that time. I was told by Mr. Burkhart at NIST that no NIST approval was required, so it may be a good idea for you to speak to him, to determine what the requirements are. I recognize the position is relatively new, but I would appreciate this request being expedited at this time.

As I do not seem to have Mr. Burkhart's e-mail, I am copying Mr. Eustis, who I trust will share this note with Craig.

If there is anything else that is needed, please let me know, with a copy to my assistant, Diane Zielinski, who is copied on this e-mail.

**David L. Karmol**  
Vice President, Public Policy and Government Affairs  
[dkarmol@ansi.org](mailto:dkarmol@ansi.org)  
202-331-3610

020412

**From:** ggilmour@eac.gov [mailto:ggilmour@eac.gov]

**Sent:** Monday, April 25, 2005 9:06 AM

**To:** dkarmol@ansi.org

**Subject:** TGDC Appointment

Mr. Karmol,

The EAC has recently received ANSI's request for you to serve as its representative on the EAC's Technical Guidelines Development Committee (TGDC). As you may know, appointment as a member of the TGDC requires approval from both NIST and the EAC. In order to move forward with this process, the EAC is requesting that you send a copy of your resume for review. This resume will be used to provide information to our Commissioners, so that they may make an informed decision on your appointment. Please e-mail a copy of your resume to me.

Please let me know if you have any questions.

Sincerely,

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005



(202) 566-3100 Karmol Bio1.doc

020413

Attachment found at

Tally Vote

Information dated

April 27, 2005

Gavin S. Gilmour/EAC/GOV  
04/26/2005 01:21 PM

To Juliet E. Thompson/EAC/GOV@EAC, Carol A.  
Paquette/EAC/GOV@EAC  
cc  
bcc  
Subject KARMOL APPOINTMENT TGDC

Julie,

Here is the info you request concerning the appointment of Mr Karmol. Hopefully you can perform some sort of tally vote on the road. Attached please find (1) Mr. Karmol's Bio, (2) A memo for the Tally Vote, (3) a proposed appointment letter, (4) the ANSI letters [two] and (5) a list of TGDC members I received from Adam. I have not enclosed a copy of Mr. Burkhardt's Email memorializing NIST's approval of the candidate, as I believe you already have this in your e-mail. Please review the proposed documents and let me know if you have any questions. Hope things are going well in Boston. Let me know if you need further action on this issue.

GG



Karmol Bio1.doc



ANSI ltrs.pdf



TGDC member excel.xls



LTR- Karmol Appointment- TGDC 2.doc



Memo- Karmol Appointment- TGDC (Tly vt).doc

Gavin S. Gilmour  
Associate General Counsel  
United States Election Assistance Commission  
1225 New York Ave., NW, Ste 1100  
Washington, DC 20005  
(202) 566-3100

020415

Attachments found at

1,243

Tally Vote

Information dated

April 27, 2005

020416



**U.S. ELECTION ASSISTANCE COMMISSION**  
**1225 New York Ave. NW - Suite 1100**  
**Washington, DC 20005**

April 26, 2005

Mr. David L. Karmol  
American National Standards Institute  
Vice President, Public Policy and Government Affairs  
1819 L Street, NW, 6<sup>th</sup> Floor  
Washington, DC 20036

Dear Mr. Karmol:

On behalf of my colleagues on the U.S. Election Assistance Commission (EAC), I would like to welcome you as a member of the Technical Guidelines Development Committee (TGDC), representing the American National Standards Institute. Your participation in this Committee has been approved by both the Director of the National Institute of Standards and the EAC.

The EAC looks forward to working with you as we labor to meet the requirements of the Help America Vote Act of 2002 (HAVA). As you know, HAVA tasks the TGDC with the job of assisting the Commission in the development of voluntary voting system guidelines. This is an important effort and we welcome your participation in the process.

I have enclosed a copy of the TGDC's membership list for your perusal. Please refer to our website ([www.eac.gov](http://www.eac.gov)) for additional information. If you have any questions concerning your appointment, please feel free to contact me or Vice Chair Paul DeGregorio, EAC's Designated Federal Officer to the TGDC, at (202)566-3100.

Sincerely,

Gracia M. Hillman  
Chair

Enclosures

*Attachment*  
*4*

020417



U.S. ELECTION ASSISTANCE COMMISSION  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005

April 26, 2005

**MEMORANDUM**

**TO:** EAC Commissioners

**FROM:** Paul DeGregorio, Vice Chairman  
U.S. Election Assistance Commission

**SUBJECT:** Appointment of David Karmol to the Technical Guidelines  
Development Committee (TGDC), representing ANSI

As you may know, on March 29, 2005 Ms. Anne Caldas, American National Standards Institute (ANSI), resigned as a member of the TGDC. (Attach. 1). That same day, ANSI proposed a replacement representative, Mr. David Karmol. (Attach. 2). The purpose of this memorandum is to provide information to the Commissioners about Mr. Karmol, such that he may be approved as a member of the TGDC.

The Help America Vote Act of 2002 (HAVA) provides for both the composition of the TGDC and the Committee's appointment process. Specifically, HAVA Section 221(c) (42 USC §15361(c)) specifies that the Committee will have in its membership one representative from ANSI. Further, HAVA states that all members of the Board are to be appointed jointly by NIST and the EAC. (See HAVA Section 221(c)(1)).

Recently, the EAC received notice that NIST (Dr. Hratch Semerjian) has agreed to the appointment of Mr. Karmol (Attach. 3). As such, upon the Commission's approval, Mr Karmol may become a member of the Standards Board. To this end, I have enclosed Mr. Karmol's biography for your review. (Attach. 4). Finally, I have also attached a proposed appointment letter for the Chair's signature. (Attach. 5).

*Attachment  
5*

020418

## RECOMMENDATION:

Review each of the attachments and approve Mr. Karmol as ANSI's representative to the TGDC per HAVA Section 221(c).

### Attachments:

1. ANSI Resignation Letter.
2. ANSI Replacement Letter.
3. E-mail noting NIST's Approval.
4. Mr. Karmol's Bio.
5. Proposed Appointment Letter.





U.S. ELECTION ASSISTANCE COMMISSION  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005

MEMORANDUM

TO: EAC Commissioners

FROM: Paul DeGregorio, Vice Chairman *Paul DeGregorio*  
U.S. Election Assistance Commission

DATE: April 27, 2005

SUBJECT: Appointment of David Karmol to the Technical Guidelines  
Development Committee (TGDC), representing ANSI

As you may know, on March 29, 2005 Ms. Anne Caldas, American National Standards Institute (ANSI), resigned as a member of the TGDC. (Attach. 1). That same day, ANSI proposed a replacement representative, Mr. David Karmol. (Attach. 2). The purpose of this memorandum is to provide information to the Commissioners about Mr. Karmol, such that he may be approved as a member of the TGDC.

The Help America Vote Act of 2002 (HAVA) provides for both the composition of the TGDC and the Committee's appointment process. Specifically, HAVA Section 221(c) (42 USC §15361(c)) specifies that the Committee will have in its membership one representative from ANSI. Further, HAVA states that all members of the Board are to be appointed jointly by NIST and the EAC. (See HAVA Section 221(c)(1)).

Recently, the EAC received notice that NIST has agreed to the appointment of Mr. Karmol (Attach. 3). As such, upon the Commission's approval, Mr Karmol will become a member of the Technical Guidelines Development Committee. To this end, I have enclosed Mr. Karmol's biography for your review. (Attach. 4)

Upon approval of this recommendation, a letter of appointment signed jointly by the Director of NIST and the Chair of EAC will be sent to Mr. Karmol to formalize and finalize his appointment.

**RECOMMENDATION:**

Approve Mr. Karmol as ANSI's representative to the TGDC per HAVA Section 221(c).

020426



March 29, 2005

Dr. Hratch Semerjian  
TGDC Chair  
Acting Director  
National Institute of Standards and Technology (NIST)  
100 Bureau Drive, Stop 1000  
Gaithersburg, MD 20899-1000

Re: ANSI Representation on the Technical Guidelines Development Committee

Dear Dr. Semerjian:

I respectfully resign as ANSI's representative on the TGDC. ANSI's President and CEO, Dr. Mark Hurwitz, will advise you of my replacement.

Thank you for the opportunity to work with you and the excellent NIST staff on this important initiative.

Sincerely,

Anne Caldas  
Director, Procedures and Standards Administration  
[acaldas@ansi.org](mailto:acaldas@ansi.org)  
(212) 642-4914

cc: Dr. Hurwitz



DR. MARK W. HURWITZ, CAE  
PRESIDENT & CEO  
Tel: 202.331.5806  
Email: mhurwitz@ansi.org

March 29, 2005

Dr. Hrach Semerjian  
TGDC Chair  
Acting Director  
National Institute of Standards and Technology (NIST)  
100 Bureau Drive, Stop 1000  
Gaithersburg, MD 20899-1000

Re: ANSI Representation on the Technical Guidelines Development Committee

Dear Dr. Semerjian:

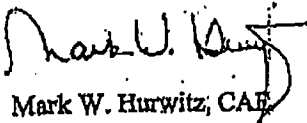
I am requesting that ANSI's current representative on the TGDC, Anne Caldas, be replaced by David Karmol, ANSI's Vice President of Public Policy and Government Affairs. David's contact information follows:

David L. Karmol  
Vice President, Public Policy and Government Affairs  
1819 L Street, NW, 6<sup>th</sup> Floor  
Washington, DC 20036  
E-mail: dkarmol@ansi.org  
Phone: 202-331-3610

If further information is required, please advise.

Thank you for your continuing leadership with respect to this important initiative.

Sincerely,

  
Mark W. Hurwitz, CAE

> Headquarters 1819 L Street, NW, Washington D.C. 20036 • Tel: 202.293.8020 Fax: 202.293.9287  
New York Office 25 West 43rd Street, New York, NY 10036 • Tel: 212.642.4900 Fax: 212.398.0023

www.ansi.org

020422

New

Reply Forward Move Tools

24

24

**From:** CSBurkhardt@DOC.GOV  
**To:** juliet.thompson@eac.gov  
**Cc:** hratch.semerjian@nist.gov, matthew.heyman@nist.gov,  
PGreene@doc.gov

---

**Date:** Monday, April 25, 2005 12:41PM

**Subject:** TGDC Replacement

History: This message has been forwarded.

Dear Juliet:

This is to reconfirm that Dr. Semerjian has agreed to the appointment of Mr. Karmol to represent ANSI on the TGDC. The Department of Commerce previously determined that there are no pending or significant matters between the Department and Mr. Karmol, and ethics personnel have determined that there is no reason why Mr. Karmol should not be considered for the position.

Sincerely,  
Craig Burkhardt  
Chief Counsel for Technology  
U.S. Department of Commerce

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020423

**David Karmol**  
**Vice President, Public Policy and Government Affairs**  
**American National Standards Institute (ANSI)**

David Karmol currently serves as Vice President for Public Policy and Government Affairs at the American National Standards Institute (ANSI). In this position he is responsible for advocacy and outreach programs designed to better educate federal, state and local government officials on the value of the voluntary consensus standardization system and its importance to advancing the competitiveness of U.S. businesses and enhancing the health and safety of the world's citizens.

Karmol joined ANSI in July 2001 with a thorough knowledge of the issues important to the standards and conformity assessment community and a track record of success working on policies, strategies and programs in close liaison with federal, state and local governments. Prior to joining ANSI, he spent ten years as general counsel and director of public affairs at the National Spa and Pool Institute (NSPI), an ANSI member and accredited standards developer. Karmol also served as press secretary and special assistant to the director of the United States Mint; general counsel for the Can Manufacturers Institute; associate counsel to the U.S. House of Representatives Judiciary Committee; member of the Ohio House of Representatives, and assistant prosecuting attorney in Franklin County, Ohio.

Mr. Karmol received his B.A. from Miami University of Ohio, and his J.D. from the Ohio State University College of Law and is admitted to practice law in Virginia, the District of Columbia and Ohio.

ANSI's mission is to enhance U.S. global competitiveness and the American quality of life by promoting, facilitating, and safeguarding the integrity of the voluntary standardization system. ANSI is the official U.S. representative to the International Accreditation Forum (IAF), the International Organization for Standardization (ISO) and, via the U.S. National Committee, the International Electrotechnical Commission (IEC). ANSI currently has offices in New York City and Washington, DC.



U.S. ELECTION ASSISTANCE COMMISSION  
1225 NEW YORK AVENUE, N.W., SUITE 1100  
WASHINGTON, D.C. 20005

OFFICE OF THE CHAIR

May 4, 2005

Mr. David L. Karmol  
American National Standards Institute  
Vice President, Public Policy and Government Affairs  
1819 L Street, NW, 6<sup>th</sup> Floor  
Washington, DC 20036

Dear Mr. Karmol:

On behalf of the U.S. Election Assistance Commission (EAC) and the National Institute for Standards and Technology (NIST), we would like to welcome you as a member of the Technical Guidelines Development Committee (TGDC), representing the American National Standards Institute. Your appointment is effective May 3, 2005.

The EAC looks forward to working with you as we labor to meet the requirements of the Help America Vote Act of 2002 (HAVA). As you know, HAVA tasks the TGDC with the job of assisting the Commission in the development of voluntary voting system guidelines. This is an important effort and we welcome your participation in the process.

I have enclosed a copy of the TGDC's membership list and charter for your perusal. Please refer to our website ([www.eac.gov](http://www.eac.gov)) for additional information. If you have any questions concerning your appointment, please feel free to contact Gracia Hillman, Chair, or Vice Chairman Paul DeGregorio, EAC's Designated Federal Officer to the TGDC, at (202)566-3100.

Sincerely,

Gracia M. Hillman  
Chair  
U.S. Election Assistance Commission

Dr. Hratch Semerjian  
Acting Director  
National Institute of Standards and Technology

Enclosures



U.S. ELECTION ASSISTANCE COMMISSION  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005

August 15, 2006

Ms. Jo-Anne Chasnow  
Policy Director, Election Administration Program  
Project Vote  
6 Liberty Place, #5E  
Weehawken, New Jersey 07086

Dear Ms. Chasnow:

This letter is in response to your Freedom of Information Act (FOIA) request for the list of participants who attended the April 4, 2006 "Survey Review" Meeting held at the U.S. Election Assistance Commission (EAC) office along with any minutes/notes from that meeting. Your request was received by the EAC on July 14, 2006.

**Responsive records.** Please find the responsive documents attached.

Please note that any future FOIA requests should be sent directly to [jlayson@eac.gov](mailto:jlayson@eac.gov) or to the attention of Jeannie Layson at 1225 New York Avenue, Suite 1100, Washington, DC 20005.

The EAC has decided to waive the processing fees for your request. If you interpret any portion of this response as an adverse action, you may appeal it to the Election Assistance Commission. Your appeal must be in writing and sent to the address noted on the above letterhead. Any appeal submitted, must be postmarked no later than 60 calendar days from the date of this letter. Please include your reasons for reconsideration and attach a copy of this letter.

Sincerely,

Jeannie Layson  
Director of Communications  
U.S. Election Assistance Commission

**Attachments:**

1. Your Request Email (July 14, 2006);
2. Responsive Documents



"Jo-Anne Chasnow"  
<jac1000@juno.com>  
07/14/2006 01:23 PM

To havainfo@eac.gov  
cc  
bcc  
Subject FOIA request

This is a FOIA request.

Please provide me with a List of Participants for the April 4, 2006 "Survey Review" Meeting, along with any minutes/notes from that meeting. My organization is a non-profit.

Many thanks.

Jo-Anne

Jo-Anne Chasnow  
Policy Director, Election Administration Program  
Project Vote  
6 Liberty Place, #5E  
Weehawken, New Jersey 07086  
201-863-3412  
[jac1000@juno.com](mailto:jac1000@juno.com)

020427



## Non Election Officials Break Out Meeting April 4, 2006

### Election Day Survey Comments

- Definitions
  - o State codes differ in ballots are counted
    - For example
      - absentee and early voting ballots may be consolidated at the counting site but the survey asks for the count of each type separate, there is an issue of aggregation of the data to answer the survey
  - o EAC can offer states guidance on uniformity of terms to ensure comparability of survey questions answers
- EAC can create uniform terms or use 50 different survey instruments (tailored to each state)
- There should be an effort on asking for information that has already been collected from election administrators.
- EAC should gather information already available to cut down on survey length.
  - o For example
    - The survey asked how many votes were cast for President, House and Senate. This information is generally already available.
  - o Issue if relying on existing data: Credibility
    - Suggested solution: compare the collected results to the previously published information.
    - EAC has used the previously available information to fill in survey blanks.
- What is the purpose of the data?
  - o State by state comparison?
  - o Discovering national trends, then need to aggregate the data.
- Survey Form
  - o Template that assists the states in filling out the form
  - o Web based survey that corrects in real time.
    - Issue
      - How survey filler will deal with questions that they do not have sufficient data to answer the question
      - Are the elections officials comfortable with a web based survey?
      - Will the elections officials know that they can save and return to the web survey (do not have to fill it all out at once)
- EAC should require tallying software in dbs format instead of print format
- EAC should focus data collection on states have trouble getting data, auto pilot the states that regularly submit complete data.
- Timing of sending the survey
  - o If near election day the election administrator is overwhelmed.
  - o If the election administrator has advance notice of the questions they may start collecting the information that they normally would not collect.

- On many topics the administrator may have had the information at some point. Do not want to lose the information if they do not regularly keep the information
- Show the administrator how this information will help them, ie. with redistricting, to encourage participation
- Problems with questions as asked
  - Questions not applicable to some states
    - Some states used the choice of n/a while other used zero
    - Hard to determine if 0 is an answer or a n/a answer
  - Provisional voting, other issues (ie. has same day voter registration) made the questions difficult to answer
  - Roughly worded questions people interpret differently.
    - voting units – LA County said it had 200
  - Broken counters – how truthful and accurate will the election official be in answering this question?
  - Get rid of election systems failure questions because states did not answer them.
  - Question 15 b. how is this data going to be used
  - Questions on polling place accessibility
    - Some states treated 19 and 20 as the same questions, treating polling place and precincts as interchangeable terms
    - Question 21,
      - wording confusing,
      - Part A break out curbside voting
      - Should be a separate survey
- Additional questions for survey
  - Types of voting equipment by mode of voting
  - Poll workers
    - break the questions out by early voting and super centers
    - how many worked on election day
    - how many worked during early voting
    - how many were dedicated to problem voters, non problem voters
  - How many polling places did not open on time?
  - How many people work in the election offices?
- Recommendations
  - Don't assume that things that appear obvious are without merit
  - Test the survey before sending it out.
  - Customize the survey to the state while maintaining uniformity, questions that don't apply should not be asked of a state
  - Predesign survey to the states
  - For the 2006 survey:
    - Focus on the most important information and not go for everything
    - Take the assumptions out
    - Is the target audience state election officials?

- Yes. Send the survey to the state and allow them to send it to the county if they want and think the county can handle it.
  - Send out the information to be collected and build the web survey at a later date.
  - Build a web based survey (with ease and speed), pretesting not required
  - EAC can use the required public comment time as a form of pretest
- Automated survey – allows the respondent to break the answer down by voting system or other factor where the state has more than one answer to the question.
- If information from the local election official is required EAC might have to ask on election night to get the accurate information.
- How likely is some of the information to change; ask background questions as “has there been a change”
- Help states set a standard at the precinct level for how the information is reported.
- Use the standards board
- Who is the audience?
  - Data Users: “Number crunchers” who want the precinct level data.
  - Survey Respondents: One survey for state and local, but different audience
    - Segment what the state is required to submit from the information the local election office need to submit
    - Currently the state is in charge of gathering the information from the locals
    - How much authority does the state have to compel a local office to supply the information?
- What is the EAC relationship with the information that the census bureau collects?
  - No formal relationship
  - Census might be able to help in filling in the holes in the data
- How do you deal with localities that do not follow the law?

#### UOCAVA

- Third survey of three to go the states. The second of two survey’s to request county level information. States spent their “good will” getting the election day survey information from the local officials.
- Problems
  - Number of ballots sent to potential voters is not an accurate question
  - No one knows how many Americans of voting age are living overseas. Should the EAC commission a study on the topic? Without information cannot figure out participation rate.
  - Overseas versus military no longer clear
- Additional Questions on:
  - Number of ballots not returned, a high number – why? Is there a problem:
    - Voter received the ballot late

- Ballot lost before voter received it
  - Lost after voter returned it the state
  - Mail delay
- Federal Post Card Absentee's requests
- Innovations – faxing, internet, e-mail
  - NASED?? Website contains this information, are the states sick of answering these questions over and over?
- Difference between EAC and FVAP survey
  - FVAP
    - Sample of voters
    - Run by Gallop
    - Samples of election officials
- Can the EAC combine the UOCAVA survey with the election day survey?
  - Some questions are required to answered and some are discretionary
  - Web based survey might be easier to combine

#### NVRA

- Public Assistance Agency Data
  - Need more useful information
  - A separate form (unlike DMV), so wide spread lack of implementation
- Additional Questions
  - How many people were supposed to get a registration form from a public assistance agency?
    - Even if do not want to answer the question is educational.
    - State agency may not be aware it was supposed to provide the voter registration forms.
  - Track the decantation form from public assistance agency
- Some state public assistance agencies collect information on their voter registration activities.
  - Can EAC survey these agencies?
  - The individual data is private but not the aggregate data
- Problem s
  - Voter registration forms are not available in the state assistance agencies.
  - Survey is very long
  - Too many open ended questions, do not lead to comparability between the states.
- Can the statewide voter registration list track the data on the performance measurements, performance, and performance metrics?
- Put the questions mandated by law first.

Would like all the survey available in electronic form with a fips code so can merge all the results into one database.

## Notes for Meeting Election Officials

NVRA;

### Problems;

Problems for Election Officials

- “politically loaded”
- collecting info that is required by law.
- questions from political parties

Questions 51 to 56;

- asking new questions...

41, 43, 44, 45, 46, (all new)

How does state answer for all counties? Each county is different.

If there is no State policy, than answers will vary.

Q 46 – “Doesn’t tell you anything” – I am not sure why we asked that question.

-answer does not matter.

Could you send survey to Chief Election Official? They might know all of these answers.

Q 47 – There is only one answer that should be given

Q 48 – Needs to be removed

Q 50 – Needs to be removed

2<sup>nd</sup> part – “database” – The question is important

The terminology needs to be more user-friendly. Sixth grade reading level.

FL – the FDLE was bad b/c it only had charges not convictions. That is reason for problems, flawed data.

This is not their responsibility

Problems with DMV database.

Huge turnover with ST election officials since last training.

A lot of resistance from heads of DMV – not wanting to include voter registration. Going backward

We need cooperation between social services and DMV.

Q 51 – What is purpose of the question?

There is not one since NVRA

Q “Serial #’s” – It is interesting. Not sure if it is useful

Q 54 – needs to be removed

These are thing legislatures have been working on for the last 3 years to get rid of

Q 55 – Need to define “public”. Is it for sale or just available?

Social security numbers on voter registration

-we mark out the social security, the reporter holds the paper to the light and retrieves the social security #.

Q 56 – Not critical

Q 42 – Not necessary

Q 18 & 19 – You will get duplicates through social services.

Send us information through email about any concerns about the questions

Q 24 What do you gain from this question?

This seems to be a carry-over question

Q 26 This seems to be the direction we are heading. Cross checking.

At least 3 or 4 laboratories are doing it.

We have vested interest – we have to report it somehow

Double voting – fraudulent registration (FL)

Q 1 & 2 – Can we define “active” and “inactive”?

There will be a glossary.

The questions are still valid but are not understood by all States.

### **Election Day Survey**

Any questions related to voting systems will not be asked.

Recommendation; Start the survey at state level and distribute it electronically and have it submitted electronically

-Put it on EAC website and give State's pin number

-Potential for error with keying in information. Need to be able to electronically transfer info.

-States reformatted survey into their own terms and sent it out to jurisdictions.

-Need to hone down what it is you really want to know. You will get more data.

### **Survey Questions;**

-From terminology –

Q 2    number of ballots counted by state

-Do you understand question

-No.

What do you want to know?

-The first part is for the State, the second is for the jurisdictions.

Why are you asking the about the ballots counted ahead of how many ballots are cast?

Did you want to change the order?

Blank ballots, provisional ballots cast – not counted

We counted ballots not voters.

-You can see how the confusion

-We want # of ballots counted by state and jurisdiction.

-What is the difference between voters, ballots, etc...

-does this include issued ballots.

- You have cast, issued, counted

-We have 2 ballot cards, A and B

- Absentee ballots do not send back one of the ballots.

-One ballot is two cards.

Do you count what you get back?

The highest number.

-We get back different numbers for Ballots A and B

-It looks like the question is trying to cover the whole spectrum.

-When you send out an absentee ballot and you do not get a response back.

-We need to bring this up with the people downstairs.

-How can we improve this

-We need to clarify

- I still am not sure how to ask the questions so that everyone will understand.

-In DC we would not count absentee ballots if they are turned in late

-What should we be tracking?

-How many were counted, rejected,

-Issued, Cast, Counted

-Let's do what we think is the right thing to do and then ask the States to comply.

-States only wants to know how many votes and how many provisional ballots.

-The local should keep detailed election records for verification purposes.

-We want to know how many people go to the polling place to vote, rejected

ballots do not always count.

-We need to track every vote but maybe not show them in the results (ex.

Rejected ballots)

-How many people asked for a ballot and got a ballot, including absentee.

Will we include a question on issuing?

The media is interested by number of ballots issued and counted.

Public wants to know, Did we help America vote?

A complication, FPCA ballots. They will just show up.

The only time you should get that is if there is a dispute.

In 2000, the lawyers tried to stop these ballots but they were from valid voters.

## **Poll Worker Questions**

These questions seemed to be confusing

- There is a huge range between different polling centers.
- Simplify by not asking for both State and local.
- Is there a correlation between rural and urban jurisdictions.

Proposed Questions;

Where you able to recruit the amount of poll workers you needed?

How many poll workers did not show up on election day?

We are just trying to fill the slots.

The political parties may not come through with their promised poll workers. So, election officials must scramble to get people.

How do you answer Q 11? – There are few incidents of over votes, in Texas it still happens. You cannot measure it effectively.

The voter cannot be held responsible. Blank votes are more commons – it might be a statement not an issue of confusion.

If you train poll workers to count votes, they will not count or keep a record of over votes/ blank ballots.

It seems that counting all of these things would be a part of auditing process.

A recount by hand will yield different results, optical votes may not count a vote that a person would because of voter intent.

I do not think that we will ask for over vote.

## **What have we not asked???**

If it means undermining job security, do not ask it. You this as a guide. People will not tell on themselves.

Q 13 & 14 – do not worry about these questions.

Q 41B – It is either county of sub-county level.

Q 21C – we will not ask

Q 21B – Is that true? Yes

We do want to know that the State's polling places are accessible. Wheel-chair accessible is an old definition. Need to clarify.

We will think about it/

Are you trying to get to compliance with these questions?



The potential format is an issue.  
I like the format, it is easy.

Eliminate the paper, send it electronically. We are thinking about getting the survey online.

You will not ever stop revising this survey. Even if corrections do not make the 2006 revision, use them for 2008.

We will give you specific time at NASED.  
Only one survey. About 1 hour  
In addition to voting system standards

If revisions are made, will they apply to this year's survey?  
We will remove question, and use info for long term revision.

The thought of a clearinghouse for academia – Connecting info from academic and info from election officials.  
Concerns form local – is this a legit group (survey)  
If we can encourage people interested in this type of information to work through EAC.

Handout of current research projects current and future.

ND is proud to not have voter registration; Election Day Survey lists voter registration #'s for ND. (Brace saying that ND has 100 % registration) – This does not apply to ND

FEC did a good job representing this lack of data

Diff between citizen voting age pop and voting age pop.

Ultimately the way this data is reported in unfavorable to ND

EAC should not participate in this

UCAVA

This is a sample not a census. Required by Congress.  
Are the citizens getting what they need from election officials?

Based on HAVA –

Q 6 and 8  
Why did the vote not count-signature? – If so, this is an education issue.

This can be used to formulate solutions.

Everyone received survey before election, so that the areas will know what to keep records of

Sampling – different for larger states – Michigan

We would like for the two survey instruments to complement each other.

We (EAC) are required by law to ask how many votes are cast and counted. Response rates are low. If we need to cut the survey down to the basics than it should be a consideration.

The UCAVA survey is simple and straightforward.

The EAC and UCAVA should be using same language

Three separate survey instruments are too many.

Some jurisdictions are only counting FPCA's.

FVAP does mention FPCA.

If you have people in active duty, they will get ballots for two elections regardless of their current status. There is no required way to get a person's military status.

We need EAC help to explain the difficulty in getting this information.

This will become more difficult because of increasing mobility of armed forces.

It is important for election officials to track voters, through mailings. New addresses, military status.

I hope we can support getting FVAP back into electronic initiative. – UCAVA is required to create standards

Internet is ideal for UCAVA, but not for widespread internet voting.

Secure internet voting possible

HAVA 703 – every election cycle requirements UCAVA

There are barriers to data collections. Does this make it difficult

It is possible to report these numbers

Did not separate absentee voters from UCAVA voters

The law is saying that the States are required to give information.

Barriers; How do the States separate absentee voters from UCAVA reports.  
EAC got resistance from States.

- This was not a question that was ever required before. The other States cannot be faulted, it was not an issue to most States.

- EAC must educate States so that the new requirement is known.

- In most states you cannot tell an absentee vote from an absentee vote.

## **Meeting Part 2**

Overview of meeting downstairs

- Started with EDS, UOCAVA, then NVRA

- Kim Brace – detailed problems with EAC and data

EDS

- Problematic categories

  - Voting equipment

  - Accessibility

- Could the EAC take a sample? Pretest? (In order to test the instrument) Who is the primary audience? (State election official?)

- Who should be asked to complete the survey.

- Who are the results for? Is it the same as who is completing survey?

- Web-based application of survey.

UOCAVA

- Difficulties in definition of voters

- EAC is mandated to do UOCAVA survey

- Learn more about problems/challenges of identifying UOCAVA voter

- Can EAC gain a better understanding of process that other agencies use to offer voter registration

NVRA

- Too long

- Can it be reduced to a check-off list.

## **Overview Election Officials**

Accessibility, Voting equipment (information will be obtained elsewhere), NVRA can be shortened and simplified,

UOCAVA – most problematic, limit questions that are required by HAVA.

Generally the conclusions seem to be the same except for sampling suggestion.



## List of Meeting Participants

Participant	Organization
• R. Michael Alvarez	California Institute of Technology; Caltech/MIT Voting Technology Project
• Eric Fisher	Congressional Research Service
• Kevin Coleman	Congressional Research Service
• Alice P. Miller	DC Board of Elections and Ethics
• Richard Smolka	Election Administration Reports
• Doug Lewis	Election Center
• Kimbal Brace	Election Data Services, Inc.
• Scott Weidmann	Federal Voting Assistance Program
• J.R. Perez	Guadalupe County, Texas
• Karen Hartenbower	Lyon County, Kansas; International Association of Clerks, Recorders, Election Officials, and Treasurers
• David Bositis	Joint Center for Political and Economic Studies
• Brad Wittman	Michigan Secretary of State, Bureau of Elections
• Samuel F. Wright	Military Voting Rights Project
• Leslie Reynolds	National Association of Secretaries of State
• Lisa Danetz	National Voting Rights Institute
• Scott Novakowski	National Voting Rights Institute
• James Silrum	North Dakota Deputy Secretary of State
• Pat Hollarn	Okaloosa County Supervisor of Elections
• Brian Baysinger	Overseas Voter Foundation
• Jill Lavine	Sacramento Registrar of Voters
• Arthur Lupia	University of Michigan; The American National Election Studies
• Thad Hall	University of Utah
• Kevin Kennedy	Wisconsin State Elections Board; National Association of State Election Directors

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**U.S. ELECTION ASSISTANCE COMMISSION**  
1225 New York Ave. NW - Suite 1100  
Washington, DC 20005

April 26, 2006

Ms. Bonnie Glaser  
Election Administration Research Center  
111 Moses Hall  
Berkeley, CA 94720

Dear Ms. Glaser:

This letter is in response to your Freedom of Information Act (FOIA) request received by the U. S. Election Assistance Commission (EAC) on March 23, 2006.

You requested the information from the winning, technical proposal for EAC's Request for Proposal 05-05 regarding poll worker recruitment, training, and retention pertaining to the work to be performed under the contract.

**Responsive records.** Please find the responsive documents attached regarding RFP 05-05. Some of the communications responsive to the request have been redacted in part. The removed portions contain personal information (such as home and e-mail addresses and Social Security Numbers). This redaction is required by 5 U.S.C. §522(b)(6).

The EAC has decided to waive the processing fees for your request. If you interpret any portion of this response as an adverse action, you may appeal it to the Election Assistance Commission. Your appeal must be in writing and sent to the address noted on the above letterhead. Any appeal submitted, must be postmarked no later than 60 calendar days from the date of this letter. Please include your reasons for reconsideration and attach a copy of this letter.

Sincerely,

  
Jeannie Layson  
Director of Communications  
U.S. Election Assistance Commission

Attachments:

1. Responsive Documents



## TECHNICAL PROPOSAL

1. PROVIDE A PROPOSED PROJECT WORK PLAN THAT DESCRIBES HOW THE CONTRACTOR WILL ACCOMPLISH EACH OF THE PROJECT TASKS, INCLUDING A PERT OR GANTT CHART INDICATING MAJOR ACTIVITIES AND MILESTONES. ASSUME A PROJECT START DATE OF SEPTEMBER 20, 2005. DISCUSS EACH TASK IN THE STATEMENT OF WORK.

The project work plan is outlined in the Excel chart in Attachment A. The work plan enumerates the major activities proposed to accomplish tasks specified by the Statement of Work over a 15-month period, from September 20, 2005, the project's start date, to December 31, 2006, the deadline for the final project report. The matrix in Attachment B shows the number of hours that have been allocated for the proposed activities to each member of the project team. The section details how the IFES-PI team will approach the required tasks: conducting a series of focus groups, developing an extensive manual, implementing pilot programs using strategies and materials from the manual, providing recommendations for revisions to the manual and for future activities to benefit efforts to recruit, train, and retain pollworkers. The discussion of the work plan concludes with summaries of the work experience of senior members of the proposed project team.

Project milestones are the deadlines for delivery of the following items:

Summary of State requirements (4.5)	January 6, 2006
Summary of Focus Groups (4.7)	February 3, 2006
Outline of Manual (4.8)	February 24, 2006
First draft of Manual (4.8)	April 14, 2006
Version 1.0 of Manual (4.8)	June 1, 2006
Written Reports of Pilot Programs (4.9)	As agreed with COR
Draft project report and recommendations	December 4, 2006
Final project report and recommendations	December 31, 2006

### Discussion of Specific Tasks

The discussion of specific tasks begins with Task 4.4 and includes a description of each task outlined in the RFP's Statement of Work and how the IFES-PI team proposes to accomplish each task.

#### Task 4.4 – Develop a Project Working Group

Task 4.4 requires the Contractor to develop a working group composed of 5 individuals considered experts in the fields of elections, training, education, or possess other experience deemed relevant that would assist in the administration of the project. To accomplish this task, the IFES-PI team proposes to form a Working Group composed of five members, including the following:

- An experienced state election administrator who has demonstrated a commitment to innovative pollworker recruiting and training development programs. Recommendation:

- An experienced local election administrator with a demonstrated a commitment to innovative recruiting and training programs. Two recommendations are: [REDACTED]
- An adult learning expert. Recommendation: professional trainer for the American Red Cross or trainer for the new U.S. Department of Homeland Security.
- A representative from a public interest organization dedicated to protecting the rights of voters with limited English proficiency, e.g., the Mexican American Legal Defense Fund (MALDEF), National Association of Latino Elected Officials (NALEO) or voters with disabilities, e.g., The Access Board, the American Association of People with Disabilities or Paralyzed Veterans of America.
- An experienced researcher in the area of elections. Recommendations: [REDACTED]

The Working Group will be asked to undertake the following:

- assist in identifying current research on State requirements relevant to pollworker programs; identifying best practices for pollworker recruitment, retention and training; encourage colleagues to respond to requests for information, particularly responding to a survey that will be developed to gather models and samples.
- review summary of best practices from jurisdictions already implementing innovative or cost-saving programs and make recommendations for how to effectively share these practices in the manual
- assist in designing questions for the focus group discussions
- advise on the outline of the manual and review the final draft of the manual
- review the results of the pilot programs
- review the final report to the EAC

The Working Group will meet three times, initially in Washington, D.C., and, subsequently, at other locations around the country, preferably in conjunction with another event such as an EAC hearing or project focus group. Each meeting is scheduled to last a day. In addition, and to minimize costs, a monthly telephone conference will be conducted to brief members and solicit their feedback. Documents, including reports requiring the Working Groups review and comment such as drafts of the manual, will be submitted electronically. Members will be encouraged to return comments electronically as well.

*Additional Pro Bono Advisors.* Additionally, the IFES-PI team will benefit from the extensive pro bono contributions from the Pollworker Institute Board of Directors and Board of Advisors.

The Pollworker Institute Board of Directors includes:

- Beverly Kaufman, County Clerk, Harris County, Texas
- Conny B. McCormack, Los Angeles County Registrar-Recorder/County Clerk

- o Leonard Shambon, a D.C.-based attorney who served as counsel to congressional sponsors of the Help America Vote Act and to the Ford-Carter and Carter-Baker National Election Reform Commissions

#### **Task 4.5 – Research State requirements for pollworkers and poll assistants**

Task 4.5 requires the Contractor to review available information and where, necessary, conduct research on state requirements for pollworkers and poll assistants.

Task 4.5 and Task 4.6 both require the Contractor to solicit and compile information relevant to poll-worker programs, including state laws and regulations as well as local policies and practices. Because the IFES-PI team sees these two research tasks as linked, we will be using one survey instrument (described below) to accomplish both tasks.

Taken together, the results of these two research tasks will form the beginning of a data collection effort long overdue. The IFES-PI team believes that better and more accessible information about how election officials run this vital part of the election system will be invaluable as we take steps to enlarge and enhance the pool of available pollworkers.

To complete this task, the IFES-PI team will undertake the following:

- research existing information and research on State requirements for pollworkers, such as data compiled by Electionline.org and the National Council on State Legislators
- develop a web-based survey to verify the research results
- disseminate the survey; collect and compile responses from state and local election officials
- provide a written summary of the requirements and an analysis of how these requirements such as requiring political parties to nominate pollworkers or requiring that the pollworker live within the precinct can affect pollworker programs
- provide a 50-state chart containing all laws and regulations pertinent to pollworker management

The IFES-PI team intends to build on already available data such as the state-by-state pollworker requirements compiled by Electionline.org and information available from the National Association of Secretaries of State (NASS). The team will also draw from the data collected through the 2004 Election Day Survey.

*Use of web-based survey.* The IFES-PI team plans to develop and institute a web-based survey collection tool so that individual jurisdictions can directly enter information on the subject of this proposal. First proposed to the EAC by team member Election Data Services in their recommendations for improvements to the Election Day Survey, the survey tool will save on data entry costs associated with other paper based surveys. In addition, this will allow for immediate and on-going tallying of responses for summary reporting.

The survey instrument would be designed so that a county or jurisdiction would log in with an ID and password that would be e-mailed to them ahead of time. This ensures that only the authorized jurisdiction contact is providing valid information, and will prevent hackers from contaminating the results. This also means that the survey could be rolled out to just certain selected jurisdictions or could be opened up to allow all jurisdictions in a state to fill in their information.



The adoption of this structure allows any Census data to be joined to the instrument, or any other data that is tied to the Federal ID. All of the data already compiled from the Election Day, the National Voter Registration Act (NVRA) and the UOCAVA surveys would also be joinable to the survey if needed or when desired.

Once a jurisdiction's representative has logged into the web-based survey we envision them being presented with some basic information about their jurisdiction, i.e., the county name, the contact information we have in the file. The representative would be able to correct and update any of the information and generate a change record for the system. The representative would then move to the survey section on pollworker recruitment, training and retention as described below under Task 4.6.

The web-based survey instrument could be used for other areas of interest to the EAC, and even other projects seeking information from local jurisdictions. We envision a representative could complete part of a survey and then come back the next day to finish the information. Each time they enter the instrument they would see all the data they have already filled out. Because this concept is interchangeable, it is incorporated in other proposals that Election Data Services is a team member.

To ensure a sufficient response rate to the survey, we will enlist the team's extensive network of contacts, as well as the Election Center and The Pollworker Institute's Board of Directors, in an effort to encourage states to respond. We believe that the EAC's Advisory Board could also be a helpful partner in encouraging election officials to respond to the survey.

**Task 4.6 – Review existing resources on pollworker recruitment and training**  
Task 4.6 is vitally important to the success of the overall program.

The decentralization of our elections makes the systematic compilation of information about both "best practices" and standard practices extremely difficult. By compiling information and materials on pollworker programs – management tools, recruitment materials, performance assessments, the EAC will provide an invaluable service to election officials. The compilation and analysis of these programs and materials will provide an important first step in the development of models that can be tested in the 2006 elections.

While it is important to gather State-level data on pollworker requirements, in reality there is great variation across multiple jurisdictions. States do make macro policy decisions on the overall conduct of elections, however, micro-level policy decisions with respect to pollworker recruitment, training, and retention are largely left to counties and in many cases municipalities. Ideally, data collection efforts will encompass these multiple levels of election policy and operation.

With more than 3,000 counties across the nation, and tens of thousands of cities, such an undertaking is obviously beyond the scope of this project. That said, this proposal suggests preliminary steps in an effort to obtain this important information. Therefore, we propose identifying 100 to 150 counties across the nation and gathering detailed information about the county, about the county's pollworker program and about the county's pollworkers. These counties would be selected on the basis of factors that lead to the accumulation of a representative sample.

In general, the IFES-PI team will undertake the following:

- review published pollworker recruitment, retention and training “best practices”
- reach out to the team’s network of contacts in the elections community to solicit additional pollworker program models
- review existing and ongoing research on pollworker issues
- survey state and local election officials and other stakeholders on current practices and methods to recruit, train and keep pollworkers
- identify 100 – 150 counties that can serve as a representative sample; conduct follow-on interviews to collect additional information
- gather and compile materials such as marketing materials, recruitment plans, RFP’s for outsourcing recruitment and training, timelines, and evaluations or reports
- analyze the programs using the methodology described below to identify successful strategies and potential pitfalls
- produce a written summary highlighting successful program components and problem areas

*Best practices.* Although the term “best practices” is frequently used, little systematic research has been conducted to measure the effectiveness of specific practices or methods in the area of pollworker recruitment, training and retention. Election officials and other stakeholders have relied primarily on experience and anecdotal evidence when deciding what to include in “best practices” guides. The follow-on interviews to survey respondents, the focus groups (Task 4.7 ) and the pilot programs (Task 4.9) present an opportunity to gather data about specific practices to enable a more accurate evaluation.

That being said, the IFES-PI team will collect best practices, such as the EAC’s “Best Practices in Administration, Management and Security in Voting Systems: A Toolkit for Election Administrators and Stakeholders” and information and materials collected for the Election Center’s Professional Practices program. The team will also make use of the comprehensive Administration and Cost of Elections (ACE) Project, developed by IFES in cooperation with the International Institute for Democracy and Electoral Assistance (IDEA) and the United Nations Department of Economic and Social Affairs (UNDESA). ACE is an ongoing project to create a globally accessible repository of information and materials on election practices, including pollworker programs.

The IFES-PI Team will solicit information and materials from counties who responded to the survey. In this effort, the team will seek out, in particular, materials targeted to working with bilingual pollworkers, such as Los Angeles County’s “Pollworker Connections” manual developed by Jennifer Collins-Foley; materials designed for working with pollworkers with disabilities, such as North Carolina’s video presentation; and materials designed for election officials who are implementing new voting systems, such as “Introducing a New Voting Systems from a Local Election Official’s Perspective,” developed by Connie Schmidt.

*Survey on standard local practices.* In addition, the IFES-PI team will review the results of the survey carried out in Task 4.5 to gain information on standard practices. We will conduct follow-on interviews with both election officials and pollworkers to gather the following information:

- description of the jurisdiction – size; demographic make-up; rural, urban or mixed

- number of pollworkers needed; number who serve; number recruited through specialty recruitment efforts, e.g., corporate partnerships or college recruitment
- demographic make-up of the pollworkers?
- technological capacity of the election official – does the election official use its web-site to recruit pollworkers, for example?
- use of intermediary organizations, such as a corporations, county government, schools or community organization, to assist in recruitment; how was the recruiting accomplished within the sponsoring entity? Did the election official or sponsoring organization attempt to gauge the motivation of the pollworkers to serve?
- use of computer-based voting technology in pollworker management; use of computer-based technology to monitor the success of the pollworkers in assimilating the new technology and related procedures?
- requirements, if any, to provide written and oral assistance to limited-English proficiency voters
- who trains the pollworkers?
- what training methods are used? Were adult learning methodologies employed in the training?
- Post-election activities, e.g., assessment of pollworker program, soliciting feedback from the pollworker, post-election communication with the pollworkers

Materials collected will include:

- sample marketing materials, including materials in electronic formats such as radio PSAs, television PSAs, web-based communications
- sample training materials, such as orientation materials, training manuals, Election Day job guides and checklists, toolkits, web-based training modules
- sample pollworker communications, such as newsletters, notices, letters of appreciation, evaluation forms
- pollworker management materials, such as timelines, workplans, checklists, database spreadsheets

*Research.* The IFES-PI team will review existing research on pollworker programs, including, where available, reports and audits, such as the report issued by the Miami-Dade County Inspector General on the conduct of the 2002 election. The team will also make an effort to catalogue ongoing research, such as the extensive survey of pollworkers being conducted in by Professor Thad Hall at the University of Utah.

#### **Task 4.7 – Conduct Focus Groups**

Task 4.7 requires the Contractor to conduct focus groups consisting of election officials, pollworkers, representatives of community-based organizations, corporate leaders who are active in encouraging employees to serve as election workers and any other relevant groups such as service clubs or charities.

The IFES-PI team will partner with the League of Women Voters Education Fund (LWVEF) to conduct a series of focus groups in five jurisdictions across the nation. The purpose of these sessions will be to identify successful strategies to use in the recruitment, training and retention of poll workers and to identify “potential pitfalls when replicating and adapting” these strategies in other localities.

In planning and conducting the focus groups, the LWVEF will:

- finalize locations for focus groups
- create discussion guides for each focus (preliminary discussion formats are provided below)
- partner with election officials and appropriate local Leagues of Women Voters and other civic organizations to recruit focus group participants
- coordinate and conduct a total of 20 focus groups in five locations across the country
- draft report summarizing results of focus groups

*Focus group sites.* Locations will be chosen to reflect a range in jurisdiction size, geographic location, and demographic composition, as well as a range in current poll worker recruitment and training practices and election administration practices. Possible locations for focus groups include sites in California, Georgia, Kansas, Minnesota, Pennsylvania, South Carolina and Texas

In order to identify successful recruitment, training and retention strategies, it will be necessary to obtain the views of three clusters of stakeholders: election practitioners or workforce; members of the public, that is, potential poll workers; and those intermediary groups in a position to facilitate the participation of potential poll workers—employers, non election related government officials and school administrators. Representatives from each of these three clusters will therefore be engaged in the focus groups. Focus groups will also reflect as much diversity as possible in terms of ethnicity, gender, language, age and national origin.

The LWVEF plans a total of five to eight focus groups. Each will address recruitment, training and retention issues, but to varying degrees, depending on which cluster composes the focus group. Questions will be tailored to fit the particular cluster.

The three clusters can be broken down as follows:

*Members of the Public*

- High school students
- Members of the public who speak English as a second language (ESL)
- Members of the public with disabilities
- Representatives of community-based organizations, including service clubs and charities

*Intermediaries*

- School administrators
- Local government officials that do not typically have a role in elections, such as the Department of Motor Vehicles
- Corporate leaders who are active in encouraging employees to serve as poll workers

*Elections Workforce*

- Poll workers
- State and local election officials
- Full time poll worker recruitment and training staff
- Temporary poll worker recruitment and training staff
- Poll worker recruiters from political parties